

28 February 1978

MEMORANDUM FOR THE RECORD

SUBJECT: Application of Factor Evaluation System Position Standards
and the Institution of Formal Appeals Procedures Relative
to Position Classification

STATINTL

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1. At a meeting this morning with Fred Janney, D/Personnel; Ben [REDACTED] DD/Personnel; Messrs [REDACTED] of PMCD, and the undersigned discussed the (a) Position Classification and Appeals Process for inclusion in Agency regulations, and (b) use of the Factor Evaluation system position standards for position classification purposes.

2. The Position Classification Appeals Process was discussed as outlined in the attachment and was approved by the Director of Personnel with the modification that an appeal level be established at the Deputy Director/Director of Personnel level (i.e., between the Office Head/Director of Personnel and the final Deputy Director of Central Intelligence/Director of Personnel level). As regards application of the FES position standards in Agency position classification, the Director of Personnel confirmed that the FES position standards issued by the Civil Service Commission be reviewed for applicability to Agency occupations and be directly applied where appropriate, or modified in those instances where clearly delineated differences are perceived. Position standards following the principles of FES are to be developed by PMCD for Agency-unique occupations. All position standards, that are developed, whether published by the Commission, modified to adjust to differences in Agency occupations or developed for Agency-unique occupations will be reviewed and approved by the Director of Personnel for application by PMCD within the Agency.

[REDACTED] STATINTL

DD/Pers-P&C

Attachment

PMCD CLASSIFICATION AND APPEALS PROCESS

2/16/78

Type of Action	PMCD Responsibility/Authority	D/Pers Authority	DDCI Authority
Component Informal Request	1. Review, Audit, Evaluation 2. Advise Component Informally <u>Agreement</u> <u>Disagreement</u> Implement PMCD Advise Component to Formalize Request	N/A	N/A
Component Formal Request	1. Review, Audit, Evaluation 2. Advise Component Informally or by PMCD memo <u>Agreement</u> <u>Disagreement</u> Implement 1. Discuss with component & determine Validity of PMCD Findings 2. Advise Component <u>Agreement</u> <u>Disagreement</u> Implement Advise Component of Appeal Procedure	1. Alert D/Pers of Disagreement and Provide Supporting Data (Via Weekly Activity Report) 2. D/Pers meet with Office Head and PMCD to hear arguments within 30 days 3. D/Pers render classification decision <u>Agreement</u> <u>Disagreement</u> Implement Implement	1. Office head appeal to appropriate DD 2. D/Pers & DD meet with DDCI to adjudicate appeal
PMCD Survey or Other PMCD Initiated Action	1. Conduct Survey 2. Informally advise component 3. Prepare Survey Report 4. Meet with component <u>Agreement</u> <u>Disagreement</u> Implement Same Procedure as Formal Requests	D/Pers Approve -- Same as Formal Requests --	-- Same as Formal Requests --

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